

**Louisiana Office of Telecommunications Management**  
**BellSouth Video Conferencing Service Request Form (OTM 28)**  
**Backup Schedule Request for "Regularly Scheduled" Sessions**

Fax one (1) copy to the BellSouth Video Conferencing Center at 1-800-362-9137  
To call the BellSouth Video Conferencing Center, dial 1-800-777-8805

Requested by \_\_\_\_\_ Telephone number \_\_\_\_\_

Return fax number \_\_\_\_\_ Today's date \_\_\_\_\_

Session name \_\_\_\_\_

Institution/agency name \_\_\_\_\_

Request ☐ New ☐ Change ☐ Cancel If change or cancel, list conference ID \_\_\_\_\_

Session Start date \_\_\_\_\_ through end date \_\_\_\_\_

☐ Mon ☐ Tue ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Central start time \_\_\_\_\_ ☐ am ☐ pm Central end time \_\_\_\_\_ ☐ am ☐ pm

Alternate choice date \_\_\_\_\_ through end date \_\_\_\_\_

Central start time \_\_\_\_\_ ☐ am ☐ pm Central end time \_\_\_\_\_ ☐ am ☐ pm

Exception dates \_\_\_\_\_

**Optional**

1. Maintaining same session length, the session may be started \_\_\_\_\_ minutes earlier or \_\_\_\_\_ minutes later to avoid scheduling conflicts.

2. Session may be shortened by adjusting start time \_\_\_\_\_ minutes later or end time \_\_\_\_\_ minutes earlier to avoid scheduling conflicts.

Comments \_\_\_\_\_

Type of session ☐ Point-to-point ☐ Multi-point ☐ Guest Video speed \_\_\_\_\_

Optional features ☐ Audio add-on ☐ T.120 ☐ Monitored/attended option ☐ Continuous presence

Originating host site name (as listed in Web Scheduler)

1. \_\_\_\_\_

Receiving sites (as listed in Web Scheduler)

2. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 5. \_\_\_\_\_

6. \_\_\_\_\_ 7. \_\_\_\_\_

8. \_\_\_\_\_ 9. \_\_\_\_\_

*Note: Host site accepts responsibility for payment of all charges billed by BellSouth for non-BellSouth certified "Guest Sites."*

Authorized customer signature \_\_\_\_\_ Date \_\_\_\_\_

To be completed by BellSouth:

Confirmed by: \_\_\_\_\_ Session ID: \_\_\_\_\_ Return fax date: \_\_\_\_\_

Scheduled: ☐ 1<sup>st</sup> choice at time ☐ Alternate choice at time